

REMOTE ACCESS

1. Purpose: This policy is published to all Marine Forces Reserve network (RNet) users regarding remote access to the MFR network.
2. Acceptable Usage: References (c, e, g) define permitted and prohibited use of the Internet and the email system. Users connecting to RNet via remote access are subject to these policies. Remote access is intended for official use by personnel with government laptops while traveling. Access from personal computers is not allowed; users should utilize a commercial provider and access the Outlook Web Access (OWA) servers for retrieving email. Commercial providers may not be used on a government computers (for example, AOL or Netzero).
3. Remote Access Permissions: Access to RNet via remote access is granted on an individual basis for official use only. The Commanding Officer/I&I or equivalent has the authority to approve remote access permission requests, (no formal assignment is required). The Information Systems Coordinator (ISC) for that unit/section requests remote access permission via the RNet Help Desk Online Support Center (OLSC) database.
4. Efficient Use Methods: Two methods that assist the users in efficiently using the time they spend dialed in:
 - a. a. Outlook Web Access: (OWA). Messages may be drafted using notepad before dialing in, then pasted into the body of the e-mail once it has been addressed.
 - b. b. Offline Outlook: Those users with government laptops (or government computers in buildings without network connections) are encouraged to use the Outlook client configured for offline use. This allows the user to dial in, synch the local Outlook client with the contents of his mailbox on the server, and drop offline. All reading and drafting of e-mail can be done offline; the user may then dial in and send the mail, dropping off when done. This is useful while traveling and in other locations where phone access is not immediately available. Directions on configuring this are found in the Online Support Center database, under the "Tech Tips" view. Select the "By Category" view and look under Microsoft Outlook.
6. RAS Phone Number: Toll Free: 877-678-9543 and 877-678-9544 or DSN 678-8899 and 678-8900. If DSN access is available, choose that number over a toll free number.